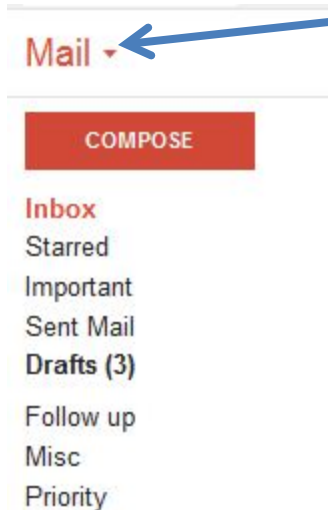
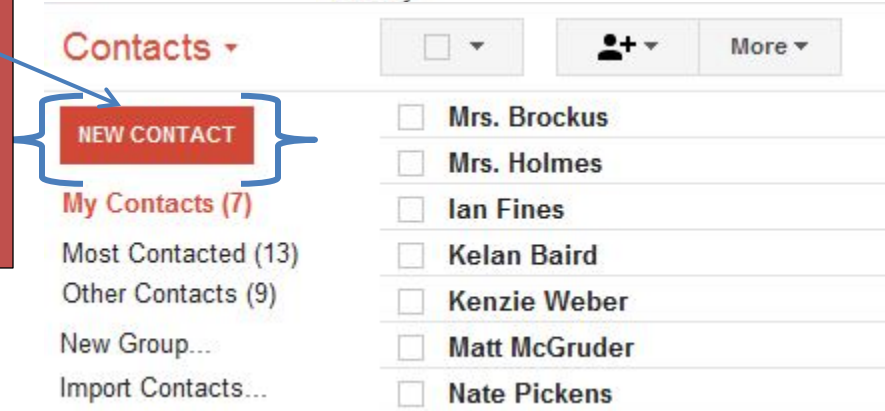


When you log into your email with Gmail, it comes up to the main screen for when your account loads. To get to contacts, you're going to want to click on where it says Mail in the left column, and then click the second option that pops up that says Contacts.



After you click on where it says Contacts, it will show your contact list. To add a new contact, click where it says New Contact in the left column.



When the page loads after you've clicked the link, it should show a screen with all the slots for the information you would enter for the contact that you're adding. When you enter in the information, it should look like this:

Your 11 changes to John Smith have been saved. [Undo all](#) [Undo last change](#)

← [Contacts Icon] [Email Icon] More ▾

John Smith
Head Chief, AU Police Department
[My Contacts](#)

[Add a picture](#)

Work	ExampleEmail@gmail.com <small>Add email</small>	<div>Add a note</div>
Work	1(913)123-4567	
Mobile	1(913)555-5555 <small>Add phone</small>	
Work	42 Wallaby Way, Sydney, Australia. <small>Add address</small>	

[Add ▾](#)

don't need to look for a save button after entering the information, as it will save what you enter as you're typing it. That comes in handy in case your computer or laptop happens to die or crash as you're putting in the information.

Your 11 changes to John Smith have been saved. [Undo all](#) [Undo last change](#)

More ▼

After you go back to the main screen that shows all of your contacts, your new contact will be there! You can go in and edit any of them at any time you want to.

Contacts ▼



More ▼

NEW CONTACT

My Contacts (8)

Most Contacted (13)

Other Contacts (9)

New Group...

Import Contacts...



Mrs. Brockus

dbrockus@bluevalle



Mrs. Holmes

teststudentabm@



Ian Fines

igfines@bluevalle



John Smith

ExampleEmail@



Kelan Baird

knbaird@bluevall



Kenzie Weber

mlweber02@blue



Matt McGruder

MRMcGruder@b



Nate Pickens

ndpickens@blue